

MASS TRANSIT DEPARTMENT BOARD

BOARD ACTION

DATE 03/22/05	REFERENCE NO. 05-20	SUBJECT: Resolution – Delegation of Authority to the City Manager Grant-Related Documents	ITEM NO: 4
BACKGROUND: On the agenda today is a resolution relating to the process for submitting grant applications and accepting grant funding, and granting authority to the City Manager to sign and submit grants and other grant-related documents on behalf of the Mass Transit Department, and to take related administrative action.			
RECOMMENDATION: It is therefore recommended that the Chairman of the Mass Transit Board the resolution.			
DISPOSITION BY TRANSIT BOARD: APPROVED			SECRETARY
OTHER (DESCRIBE)			
SUBMITTED BY:			DATE:

**RESOLUTION OF THE CITY OF EL PASO MASS TRANSIT DEPARTMENT BOARD
DELEGATION OF AUTHORITY TO THE CITY MANAGER
GRANT-RELATED DOCUMENTS**

WHEREAS, the Mass Transit Department routinely submits grant applications and similar documents in search of grant funding and other similar funding for various Department programs; and

WHEREAS, the City Manager and his or her designee should be authorized to sign and submit many of the Mass Transit Department's grant applications and acceptances for the Mass Transit Board in the interest of efficiency of administrative governmental operations in the City.

NOW THEREFORE, BE IT RESOLVED BY THE MASS TRANSIT DEPARTMENT BOARD OF THE CITY OF EL PASO, TEXAS:

1. That unless a granting agency or state or federal law requires that the Board Chair or the City's top elected official be listed as the grant official in a grant document, the Mass Transit Department Board hereby designates the City Manager and his or her designee to be listed as the authorized official and as the official with financial authority or similar designations on all grant applications, acceptances and other documents and to sign all grant applications, acceptances and other grant documents on behalf of the Mass Transit Department.
2. That the City Manager and his or her designee is authorized, on behalf of the Mass Transit Department, to sign all assurances, certifications and other affirmative statements contained in grant applications and grant documents, in accordance with grant requirements. This authorization shall include but not be limited to assurance certifications, certifications regarding debarment; certifications regarding lobbying; and certifications for program purposes.
3. That the City Manager and his or her designee is authorized, on behalf of the Mass Transit Department, to sign and submit all grant applications, acceptances, grant agreements and all other grant related paperwork and documentation (hereafter "grant documentation") for the following types of grants and grant-related items without specific further approval from the Board:
 - a. Requests for proposals and other documents that reflect a statement of interest in a grant or in acquiring similar funding.
 - b. Grant documentation for grants that do not require matching funds or other similar direct expenditures by the Department including those grants that only require an in-kind match.
 - c. Grant documentation for grants requiring matching funds when the required matching funds were included in the affected department's budget at the time of the adoption of the budget, or when the matching funds will be funded through the use of confiscated funds, provided that the grant is not otherwise required to go to the Board for approval pursuant to any budget resolution requirement.

- d. Acceptances of all grants to include making and signing grant agreements, unless the grant requires that the acceptance be made by the Board or be signed by the Chair, when the Mass Transit Department Board has previously authorized the submission of a grant application for the grant.
 - e. Revisions to grant documents or agreements, including the submission of revisions to grant operational plans, provided that such revisions do not increase, decrease or deobligate any program funds or require additional non-budgeted Department funds.
 - f. Documents or letters to submit any requested or required information, reporting the status of Department's work regarding the grant and any request for any revisions or considerations from the grantor, or which relate to any other matters that are administrative in nature.
 - g. Documents to request and accept an extension of the award ending date for the grant.
 - h. Agreements that are necessary under the terms and conditions of a grant with other entities or agencies who will partner with the City to carry out the grant objectives and projects, and agreements with other entities and agencies who have received grant funding and are desiring to partner with the City to carry out the grant objects and projects.
4. All other grants and grant-related items not specifically set forth above shall be submitted to the Mass Transit Department Board for approval, in conformity with any applicable requirements imposed by any budget resolution provision. Information regarding the amount of money involved with a grant related item and the name and number of the account from which the expenditure shall be made, and the accounts to and from which any transfer will be made, shall be made available to the Board in the form and manner authorized by the City Manager. Provided however, that the City Manager shall have the authority to sign and submit such grants and grant-related items when the grant submission deadline is of such short duration that there is not adequate time to place the item on the agenda and the City Manager finds that there has been no undue delay by staff in preparing the grant document, the grant fits within already established or recognized mass transit functions or activities, the funding for any matching funds can be readily located within departmental budgets and used for the grant purposes without detrimentally affecting department operations, and the City Manager informs each member of the Board of the action taken and takes any action required under the Board's Budget Resolution as soon as practicable.
5. The grant of authority to the City Manager and his or her designee to sign and submit grant acceptances and agreements under this ordinance and the actions of the City Manager and his or her designee to obligate and/or encumber Department funding for a grant project shall constitute the approval of the Board for the expenditure of monies extending beyond the current Fiscal Year, as may be required by Texas law and Mass Transit Department Board Budget Resolutions.

Approved this 22nd day of March 2005.

CITY OF EL PASO MASS TRANSIT BOARD

ATTEST:

Joe Wardy, Chairman

Richarda Duffy Momsen, Secretary
Mass Transit Department Board

APPROVED AS TO CONTENT

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Joyce Wilson
City Manager

Terry Lee Scott, Director
Mass Transit Department

APPROVED AS TO FORM:

Elaine S. Hengen
Assistant City Attorney